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EYES ONLY

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ORD-6160-69

22 October 1969

MEMORANDUM FOR: Director of Research and Development  
THROUGH: Special Panel, ~~CSP~~  
SUBJECT: Recommendation for Promotion -  
25X1A9a [REDACTED]  
GS-6 to GS-7

25X1A9a

1. It is recommended that [REDACTED] of the An/ORD secretarial staff be promoted from a GS-6 to GS-7 level.  
25X1A9a

2. [REDACTED] has served as the senior secretary for the Analysis Division since April 1968, and in this capacity has performed her duties in a very excellent manner. In August 1968 she was promoted to her present grade. She has worked hard and has responded well and cheerfully to many and varied demands placed upon her. She has been especially helpful in guiding and supervising the junior secretaries in the Division. She has also been most helpful in assisting staff members in applying and following agency procedures.

25X1A9a

3. [REDACTED] has taken on more responsibilities in the past year. Her direct assistance to the Chief, An/ORD on administrative matters has been of high importance. She has demonstrated a mature and effective role in taking charge of procedural and support matters involving contracting, contractor personnel and users of the IPRD. She has been most dependable and helpful to all of the staff in a period of high activity with less than adequate technical staff coverage.

4. Because of the continuing excellence of her performance, because of the additional level of

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downgrading and  
declassification

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[REDACTED]  
GS-6 to GS-7

responsibility which she is continuing to assume, we recommend that promotion action go forward as soon as possible to advance [REDACTED] to a grade level of GS-7.

25X1A9a

[REDACTED]  
25X1A9a

Chief, Analysis  
ORD/DD/S&T

RECOMMEND APPROVAL:

25X1A9a

[REDACTED]  
Chairman, Special Panel, CSP

Date: 10/30/69

APPROVAL:

25X1A9a

[REDACTED]  
Director  
of  
Research and Development

Date: 11/4/69

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